



# PMP Delegate Registration Instruction Guide

This guide is to provide step by step instructions on proper PMP registration for Delegates.

## Registration Process for Delegates

Account Registration  
Role category: Healthcare Professional  
Role: Prescriber Delegate - Unlicensed | Change

Professional Details

Drivers License Number \*  
D1111111111

Position, Title, or Rank \*  
MA

Personal Information

First Name \* Middle Name Last Name \*  
Delegate Name

Date of Birth \* Last 4 digits of SSN \*  
02/14/1983 2222

Primary Contact Phone \* Mobile Phone Number  
(623) 555-5555 (###) ###-####  
This may be used for password reset

Drivers License OR any government issued I.D.

When registering for the PMP, you will be required to fill in the requested fields.

Employer Information

Employer Name \*  
Dr. Test Practice

Address \* Address Line 2  
123 W. Test St.

City \* State \* Zip Code \*  
Phoenix Arizona 85037

Phone \* Fax  
(623) 555-5555 (###) ###-####

Delegate

I am a delegate for the following people... \*

Email  
Add

Selected Supervisors

Continue Log out, Complete Later

Be sure to click "Add" or your selection(s) will not be entered

At the bottom of the registration page, you will see a field asking for a supervisor's (provider or pharmacist) email address.

### Delegate

I am a delegate for the following people... \*

Email

**Selected Supervisors**

Email: DrTest2022@yahoo.com	x
Email: Drfakename2033@yahoo.com	x

If you are a delegate, in order to access the PMP you must be approved by a supervisor that has an existing account. The supervisor's email address must match the email address the supervisor has listed in their PMP account. If you are pulling reports for multiple supervisors, you will need to add each supervisor's email address for which you will be a delegate for.

### Account Approval Required x

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Your registration request requires approval from any supervisors you have selected. The Administrator will review your account request upon receiving the necessary approval.

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Back

## Account Registration

### Review Profile Details

Please take a moment to review the information below before submitting.

Role category: *Healthcare Professional*

Role: *Prescriber Delegate - Unlicensed* | [Change](#)

Driver's License Number: D111111111

Position, Title or Rank: MA

#### Personal Information [Edit](#)

First Name: Delegate

Middle Name:

Last Name: Name

Date of Birth: 02/14/1983

Last 4 digits of SSN: 2222

Primary Contact Phone: (623) 555-5555

Mobile Phone Number:

Employer Name: Dr. Test Practice

Address: 123 W. Test St.

Address Line 2:

City: Phoenix

State: AZ

Zip Code: 85037

Phone: (623) 555-5555

Fax:

#### Delegate [Edit](#)

I am delegate for: Drfakename2033@yahoo.com, DrTest2022@yahoo.com

[Submit & Continue](#)

[Log out, Complete Later](#)

Review profile details, if correct, please select “Submit & Continue”.

**Delegate Name**
Reject Approve

**Role:** Prescriber Delegate - Unlicensed  
**Phone:** (623) 225-4444  
**Email:** Heathermccoley2044@yahoo.com (Unverified)  
**Address:** 123 w Test St  
Phoenix, AZ 85037  
**Date of Birth:** 02/14/1983

**Delegate (pending)**

**Drivers license (valid)**

011111111

**2 Supervisors**

Dr: Fakenname (pending)  
Heathermccoley2033@yahoo.com

Dr: Test (pending)  
Heathermccoley2033@yahoo.com

**0 Delegates**

**Healthcare Specialty**

A request for approval will be sent to your supervisor (your supervisor will see requests as shown in image above). You will not be able to pull Utilization Reports under that supervisor until they have approved you as their delegate.

[Registration Process Tutorial](#)  
*Can't View This File? Get Adobe Acrobat Reader*

## Account Registration

**Status: Your Account is Pending Approval**

Your registration information and documents are being reviewed for approval. Watch your email or log in for status updates.

**Email Verification:** Complete

+
Registration Details

Log Out

Your PMP registration will remain in Pending status until approved by a supervisor.

## Account Registration



**Status: Your Account is Pending Approval**

Your registration information and documents are being reviewed for approval. Watch your email or log in for status updates.

**Email Verification:** Not Complete - Please

Registration Details

By clicking Registration Details, you will be able to see your account registration information.

If you need to update any of the registration details, click on the edit icon.

Role category: *Healthcare Professional*

Role: *Prescriber Delegate - Unlicensed*

### Professional Details

Driver's License Number: D1111111111

Position, Title or Rank: MA

### Personal Information

First Name: Delegate

Middle Name:

Last Name: Name

Date of Birth: 02/14/1983

Last 4 digits of SSN: 2222

Primary Contact Phone: (623) 555-5555

Mobile Phone Number:

### Employer Information

Employer Name: Dr. Test Practice

Address: 123 W. Test St.

Address Line 2:

City: Phoenix

State: AZ

Zip Code: 85037

Phone: (623) 555-5555

Fax:

### Delegate

I am delegate for: Drfakename2033@yahoo.com, DrTest2022@yahoo.com

Log Out

Once your supervisor has approved you as their delegate, you will need to read, Accept, and Agree to the End User Agreements.

You have not set a time zone.  
Please set your time zone...

## Bamboo Health End User Agreement

In order to protect access to patient data and ensure compliance with software Terms of Use, we require annual acceptance of the following agreement before continuing.

By checking the following boxes, I affirm that the following statements are accurate and truthful:

### I have not, and will not:

- Share my login credentials (email and password) with any person.
- Allow my login credentials (email and password) to be used by any automated software or program (e.g. Bots, Scrapers).
- Allow any automated software or program to act as a delegate under my supervision.
- Use data from the Prescription Drug Monitoring Program (PDMP) for any purpose other than as permitted or required by applicable law.
- Provide data from the Prescription Drug Monitoring Program (PDMP) to any other person or entity except as expressly permitted under applicable law.
- Alter or modify data from the Prescription Drug Monitoring Program (PDMP) except as permitted through the AWARD platform.

I certify that I am authorized to access the PMP, the identifying information on my account I have entered is true and accurate, I am the owner of this account, and I comply with the above requirements of use.

Note that failure to comply with the above requirements is a violation of the software Terms of Use and may be punishable under State and Federal law.

I Accept  Decline

**End User License Agreement** ✕

ARIZONA PRESCRIPTION MONITORING PROGRAM ACCEPTABLE USE POLICY

Prescriber, Pharmacist, Delegate, Law Enforcement, and Regulatory Boards

The Arizona Prescription Monitoring Program (PMP) is designed to provide patient-specific prescription data for prescribers and pharmacists who have a practitioner-patient relationship to help make informed patient treatment decisions.

A prescriber, pharmacist, or delegate is authorized to request a Patient Rx History Report on an individual ONLY IF:

1. The request is for the purpose of providing medical treatment or pharmaceutical services

AND

2. The prescriber or pharmacist has a current practitioner-patient relationship, or is initiating a practitioner-patient relationship with the individual named in the request.
3. Prescribers and pharmacists are permitted to use delegates. If working as a delegate, the prescriber or pharmacist may authorize an individual to register with Arizona PMP

After accepting the End User Agreement, you will be taken to the Homepage on your PMP account.

The screenshot shows the Arizona Board of Pharmacy dashboard. At the top, there is a navigation bar with a 'Menu' icon and a 'Delegate Name' dropdown. Below the navigation bar, the breadcrumb 'Home > Dashboard' is visible. A yellow banner at the top contains a message: 'You have not set a time zone. Please set your time zone...'. The main content area is divided into several sections:

- My Dashboard:** Contains a 'Recent Requests' section with a 'View Requests History' link and a message 'No Requests found.' Below it is a 'Supervisors' section with a table listing supervisors and their approval status.
- My Favorites:** Contains a link for 'RxSearch - Patient Request'.
- PMP Announcements:** Contains three announcements regarding the AZ CSPMP System Technical Difficulties and the CSPMP Survey - Last Chance to Help Us Improve!

Supervisor Email	Status	Request Date
Drfakename2033@yahoo.com	approved	02/14/2022
DrTest2022@yahoo.com	approved	02/14/2022

Here you will see the most current announcements on the lower right and your Dashboard on the left. Under your Dashboard, you will see the list of supervisors as well as whether that supervisor has approved you as their delegate or not.

If you have any questions, please contact the Board of Pharmacy by email at [pmp@azpharmacy.gov](mailto:pmp@azpharmacy.gov).